

Minutes of Pre-Bid Meeting for Hiring of Agency for managing Sample collection & Transportation under Networks for Optimized Diagnosis to END-TB (NODE) under National Tuberculosis Elimination Program (NTEP), Ministry of Health and Family Welfare, Govt. of India Bid RFP No. : SAMS/FIND/Transport Bidder/ATE/01/2022 dated: 01/08/2022

The Pre-Bid Meeting was held online on 10/08/2022 at 1500 Hrs. through skype link. The following members were present online in the pre-bid meeting:

SAMS Officials:

- i. Mr. Dinesh Kumar, Procurement Manager
- ii. Ms. Savita Chandra, Assist Procurement Manager
- iii. Mr. Pawan Thakur, Procurement Executive

FIND India Officials:

- i. Dr. DSA Karthikeyen, Medical Officer
- ii. Dr. Archana Beri, Medical Officer
- iii. Ms. Madhu Agarwal, Senior Procurement officer
- iv. Mr. Rahul, Project Coordinator
- v. Mr. Deepak Chauhan. Assist Procurement

Prospective Bidders' Representatives:

- i. Mr. Digvijay, IT NGO From Bihar.
- ii. Mr. VijayLaxmi, Saiyad NGO from Odisha.
- iii. Mr. Nagesh Rao, Raise Organization from Andhra Pradesh.
- iv. Mr. Rahman & Mr. Sanjay, Mamta health Institute.
- v. Mr. Narender Verma from Jhansi
- vi. Dr. Shivam, HLPPT, Noida.

Proceeding of the pre-bid meeting are as follows:

1. At the outset, SAMS made a briefing about the scope of services required through bid and purpose of the pre-bid meeting.
2. Thereafter, prospective bidders were requested to put up their queries related to scope and terms and conditions given in the Bid Document.
3. The queries from prospective bidders were appropriately responded.
4. The queries sought from prospective bidders as asked during the pre-bid meeting/ clarifications sought through mail and purchaser's responses / amendment against each query is summarized in the table given at **Annexure-A**.
5. During the meeting it was also informed that bidder can raise their additional queries by 11 August, 2022.



(Dinesh Kumar)
Manager Procurement

Responses / Amendments (Amendment No. 1) with regard to queries/suggestions received for Hiring of Agency for managing Sample collection & Transportation under Networks for Optimized Diagnosis to END-TB (NODE) under National Tuberculosis Elimination Program (NTEP), Ministry of Health and Family Welfare, Govt. of India RFP No. : SAMS/FIND/Transport Bidder/ATE/01/2022 dated: 01/08/2022

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
1	Clause No. 1. Key Information; sub clause No. 1.10 Performance Security Deposit; Page No. 4	Within 21 days from the date of intimation of award of contract/Purchase Order/Letter of Award of Contract, the successful bidder (Bidder) shall furnish a Bank Guarantee@ 3% of the total value of contract awarded.	Bidders asked that the total contract value should be decided on the overall estimated number of kilometers to be traveled?	It was clarified that the contract will be based on per Km rates as defined in the price bid submitted by the bidder. The total contract value can be determined based on the estimated total Kms to be travelled under this contract. The state wise total average distance to be covered under project and can be used for cost evaluation is attached herewith at Annexure-1
2	Clause No. 3 Attachment A: Evaluation Criteria; Page No. 16	5.2 Proposal Evaluation	-	Para no. may be read as 3.2- Proposal Evaluation
3	Clause No. 3 Attachment A: Evaluation Criteria; page No. 16	5.3 Preliminary Evaluation Criteria	-	Para no. may be read as 3.3- Preliminary Evaluation Criteria
4	Clause No. 3 Attachment A: Evaluation Criteria; page No. 17	5.4 Technical Evaluation Criteria	-	Para no. may be read as 3.4- Technical Evaluation Criteria
5	Clause No. 2. Terms of Reference; Sub Clause 2.6 Scope of Work; Page No. 8	2. Number of Biological Samples to be transported: The average number of samples to be transported from each site in a year are provided below. The numbers are indicative, and the actual numbers may vary.	Bidders asked that there is any variation (%age) in samples to be transported.	It is clarified that given no. are indicative and is based on a baseline number taken from the government data of the year 2019 to help the bidders in bidding process. A variation to this number is expected. The bidders may look at the Government data to allocate a variation. Based on the prior experience the variation could be in the range of $\pm 10\%$ to 15% of the

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
				given no. in the RFP. However, it was reiterated that this variation range is only indicative and the actual numbers could be beyond the range on either side.
6	Clause No. 2. Terms of Reference; Sub Clause 2.11 payment conditions; Page No. 12	Payment will be based on per trip of samples collected/transported. During each trip a minimum of 2 samples should be transported. Invoice to be raised based on the distance (per KM) covered during each trip as agreed in the contract.	How can we quote the distance, can SAMS/FIND provide the distance details	It was clarified that price bid to be submitted as per km wise. Reference to the clause: 2.7 point 4. The evaluation shall also be conducted accordingly
7	Clause No. 2. Terms of Reference; Sub Clause 2.12 LD Provisions; Page No. 12	Loss or damage (beyond salvation) of shipment (100% of the shipment)	Bidders asked how can you define the spillage, if the sample get spilled why should the bidder get penalized. Can we transport only sputum samples or any other kind of samples.	It was clarified that if the sample are destroyed or lost during the transit period, in that case the samples are not counted for the payment. The agency is advised to check the packing and any spillage before pick-up of samples. Only biological samples (sputum or other – pus, body fluids etc) will be transported. However, majority of samples will be sputum samples.
8	Clause No. 2. Terms of Reference; Sub Clause 2.6 Scope of Work; Page No. 12	The list of districts in ten (10) states.	Bidders asked if there will be any change in the districts.	It was clarified that there is no change in the districts till now. If there will be any changes, it shall be included during award of contract.
9	Clause No. 2. Terms of Reference; Sub Clause 2.11 Payment conditions; Page No. 12	Payments will be released within 45 days of receipt of invoice, subject to submission of invoice along with all supporting documents specified in the contract and there are no documentation errors in the invoice submission.	Bidders asked that payment provision of 45 days after submission of monthly expense will take 2.5 month for payment of the project team. Bidders requested to reduce the payment timelines and release the payment to the service provider within 15 days.	It was clarified that there is a need of internal approvals after scrutiny of all the documents submitted by the bidders for releasing any payment. Payment will be released in 45 days only.
10	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.3 Preliminary Evaluation Criteria; Point No. 1; Page No. 16	Bidders can submit their proposal maximum for three (3) schedules/State in respond to the RFP. Bidders have to submit proposal for each Schedule/ State for all nos. of districts in totality	Bidders asked that for how many states (schedules) they can submit their proposal	It was clarified that the one bidder can submit their proposal maximum for three (3) schedules/State in response to the RFP.

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
		(Partial proposal under each schedule is not allowed) If Bidder found to submitted proposal for more than three (3) Schedules, then only first three Schedule (serially) proposals shall be considered for evaluation, rest will be rejected.		
11	Clause No. 3 Attachment A: Evaluation Criteria; Sub-cluse 3.3 Preliminary Evaluation Criteria; page No. 16	The bidder should have onboarded or identified following key personnel at the time of bidding for this tender: i. Project Lead ii. District Coordinator for each district proposed under each schedule Apart from above, CVs of all key personnel to be submitted who are currently in the core team of the bidder	Bidders requested to take only the CV of Project lead. Bidders requested that it is not possible for them to provide the CVs of District Coordinator for each district proposed under each schedule. If the project will be awarded, bidders will provide the same.	CV of the project lead to be submitted along with proposal and the TORs (JD and Educational qualifications/experience) of the District Coordinator proposed to be hired can be submitted.
12	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.3 Preliminary Evaluation Criteria; Point No. 7; Page No. 17	The Bidder should have minimum 3 years of experience in relevant scope of services of the RFP. Bidder must have relevant experience of minimum three completed projects (or ongoing project with more than 6 months of period) on sample collection and transportation – medical sample/biological samples Experience in Transportation of biological Samples preferably in Health systems (public or private). (Copy of Contract/ Purchase orders along with project satisfactory completion certificate issued by each client or proof of invoice/payment released to the agency against such contracts. Also provide brief description of services performed under each contract.)	One of the bidders is interested in the work but in terms of experience the organization has been working in TB as a core program and these works are integrated into their program but they don't have any external funding. So, they can't be able to provide copies of contracts or purchase orders. With these limitations, are they eligible and there is still a chance for a growing organization to be a competitor to win the bid	It was clarified that these conditions are essential for every bidder. Minimum criteria should be fulfilled for submission of proposal.
13	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.4 Technical Evaluation Criteria; Point No. 1; Page No. 18	Supporting Documents: i. Copy of Contract/ Purchase orders along with project satisfactory completion certificate issued by each client or proof of invoice/payment released to the agency against such contracts. Also provide brief description of services performed under each contract.	Bidders asked that they do the sample transportation work in NTEP Programme but have not done this as an independent (any single) project only for the sample transportation	It was clarified that the experience of sample transportation as part of any other project shall also be considered as similar experience subject to verification of supporting document and fulfillment of all other evaluation criteria. Bidder should submit the relevant documents highlighted in RFP.

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
14	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.4 Technical Evaluation Criteria; Point No. 1. Organization Capability and prior experience; Evaluation Parameters; Page No. 18	No. of years of relevant experience in transportation of biological Samples (public or private). Bidder with experience of more than 7 years – 10 Marks	Bidders requested to clarify that the No. of years of relevant experience in transportation of biological Samples (public or private) is it about the organization entire capability with the entire experience more than 7 years or organization doing the same thing more than 7 years or it is about 1 single assignment.	It was clarified that the evaluation will be done as per the criteria mentioned in bid document. Bidder should have relevant /similar experience for no. of years specified under this evaluation criteria. The experience considered will only be for the relevant work and not the overall experience of the bidder in other works.
15	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.4 Technical Evaluation Criteria; Point No. 2. Approach, Methodology and Workplan with Timelines; Evaluation Parameters; Page No. 18	In order to evaluate that the Bidder has understood the project plan and timelines, the Bidder must submit in their proposal a detailed approach, methodology & workplan that outlines various activities they will undertake to start setting up of the project They should define the timelines for coverage of sites for transportation. The proposal must cover details/strategy for each quoted Schedule. Evaluation is based on: <ul style="list-style-type: none"> • Understanding of the activities • Approach & Methodology • Understanding of timelines 	Bidders asked that the timelines for the coverage of sites for transportation, what is meant by the timelines of coverage	It was clarified that the timelines mean the timeline for completion of work for the whole district sample collection. Work will start in 50% of the sites within 1 month and at all sites within 3 months of signing of contract. Refer to clause 2.13 pg no: 13
16	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.4 Technical Evaluation Criteria; Point No. 2. Approach, Methodology and Workplan with Timelines; Evaluation Parameters; Page No. 18	ii. The bidder is expected to submit details (1 page) of past work to evaluated if work is relevant & similar based on: 1. Whether past work related to transportation of clinical samples (infectious material, TB sputum) 2. Whether samples were transported in cold chain 3. Whether reporting and tracking of samples was done through digital portal.	Bidder asked that what is meant by the similar experience	It was clarified that the bidder is expected to submit details (1 page) of past work to evaluated if work is relevant & similar based on: <ol style="list-style-type: none"> 1. Whether past work related to transportation of clinical samples (infectious material, TB sputum) 2. Whether samples were transported in cold chain 3. Whether reporting and tracking of samples was done through digital portal.

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
17	Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 3.4 Technical Evaluation Criteria; Point No. 6. Technical Presentation; Evaluation Parameters; Page No. 19	Technical presentation of the pre-qualified bidders to check the technical capability and strength of the bidder to execute the project 15 marks	Bidders asked how can you check the technical criteria through the technical presentation.	Kindly refer Clause No. 3 Attachment A: Evaluation Criteria; Sub-clause 5.4 Technical Evaluation Criteria; Point No. 6. Technical Presentation; Evaluation Parameters; Page No. 19 The technical presentation by the bidder is only one part of technical evaluation criteria and marks shall be awarded accordingly
18	4. Attachment B: Guidance for Suppliers; sub clause 4.3 General information; Page No. 22	In addition to the written proposal, SAMS may request suppliers to make oral presentations in English after the opening of financial bid. The date, time, and place for such (if any) will be communicated to all eligible suppliers. Information obtained through oral presentations will be considered in the overall evaluation process.	Bidders asked that if the 15 marks are given on the basis of technical presentation, how can they make the presentation after opening of financial bids.	The technical presentation by the Bidders shall be taken as part of the technical evaluation before opening of the financial proposal. The clause no. 4. Attachment B: Guidance for Suppliers; sub clause 4.3 General information; Page No. 22 may be considered as DELETED.
19	Price Bid Form; Page No. 33 and 34, Annexure- A	Price Bid Form: Annexure- A = Instruction for submission of Proposal Documents in the Procurement Software of FIND India.	Bidders requested that the Sl. Nos. of columns are not matched with the price bid form	The following 'STEPS' given under Annexure-A as Instruction for Financial bid submission may be considered as DELETED: ➤ <i>Column C - Unit price- Please mention the cost of the Unit price / Service Fees</i> ➤ <i>Column F - Tax rate on Goods%- Please mention the taxes percent in digit only, for example in the case of 12%, please write 12 in the column.</i> ➤ <i>Column H - Price of related services (out of pocket expenses) - Please mention the total cost if any other than the</i>

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
				<p><i>unit price, for example, any reimbursable /OPE, and the bifurcation of the mentioned cost of related service must be attached in the financial zip folder. If the column is not required then please put "0"</i></p> <p>➤ <i>Column I - Tax on Related services: Please mentioned if any tax is applicable on service and reimbursable cost, which is to be mentioned in digits only for example in the case of 12%, please write 12 in the column. If the column is not required, then please put "0"</i></p>
20	<p>Clause No. II. General Conditions of Contract 2. Commencement, Completion, Modification And Termination of Contract; Sub Clause No. 2.7 - Force Majeure; Point 2.7.2; Page Nos. 41-42</p>	<p>Contract Form between the Purchaser and the service provider.</p>	<p>Bidders asked that in the force Majeure clause, pandemic or epidemic is not mentioned, so in the case of the COVID-19 outbreak (if any), will this force Majeure clause be helpful for the agency.</p>	<p>Kindly refer clause 2.7 of GCC of RFP regarding Force Majeure clause which specifies that any unprecedented and natural calamities events during execution of contract period shall be considered as Force Majeure, However bidders should be ready to handle the COVID-19 situation and plan to mitigate the risk associated with it.</p>
21	<p>General</p>	<p>-</p>	<p>Bidders asked that the SAMS/FIND India should provide list of biological instruments if required.</p>	<p>It was clarified that material required for transportation (like transportation box, ice packs, temperature monitoring device, transportation mechanism) is the responsibility of the bidder.</p>

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
22	General	-	Bidders asked that the SAMS provide the exact kms of cartage from PHI/CHCs/PHCs/DMC to NAAT site.	The state wise average distance to be covered is attached at Annexure-1 for reference
23	General	-	Prospective bidders asked that the SAMS will provide the office rent, printer, computer, mobile etc. expenses.	It was clarified that the final cost of the Price bid form is inclusive with all the expenses made by the bidder to complete the scope of work specified in the RFP.
24	General	-	Bidders asked that they need to submit the GST certification if they don't have.	It was clarified that, if any bidder is exempted by govt. for the GST, the bidder needs to submit the GST Exemption certificate with the proposal.
25	General	-	Bidders asked if there is any common app/ digital application for all bidders to report FIND in a proper way or this will be designed and created by bidders.	It was clarified that bidders preferably should have a digital tracking mechanism refer page 8, Essential requirements. Page 9: Preferrable requirements. Page 19 evaluation criteria point 3.
26	General	-	Bidders asked that how can they measure cool chain temperature (need training on this)	Standard methods for monitoring temperature (manual or digital thermometers, time-temperature sensitive indicators) can be used.
27	General	-	Bidders asked that who will provide icebox/ vaccine carriers/ ice packs (PHCs or FIND)	Refer point 21 of TOR
28	General	-	Bidders asked that how many sample collections are required for a month in a one district or depend on case availability.	The agency does not have sample collection targets. Only those samples already collected under NTEP should be transported.
29	General	-	Bidders asked that how many staff are required for one district.	Bidders need to evaluate the requirement as per scope of services of RFP and propose no. of staff accordingly for the project
30	General	-	Bidders asked that whether only sample collection needs to be done under project	Refer clarifications provided at point 28 and TOR of the RFP for the same

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
31	General	-	Bidders asked that the FCRA is applicable or not as it is disbursement basis	There is no FCRA requirement for this bidding.
32	General	-	Bidders asked that they are charitable organisations which are exempted in the GST rule.	It was clarified that, if any bidder is exempted by govt. for the GST, they should submit the GST exemption certificate with the proposal.
33	General	-	Bidders asked that during COVID 19 grant to NGO was decreased, kindly reduced turn over limit.	The turnover criteria specified in the RFP remains unchanged
34	General	-	Bidders asked that Bank guarantee (BG) limit should be reduced	The BG requirement is as per Govt. norms
35	General	-	Bidders asked that the scope of work is only the transportation of samples to the testing facility only.	Yes, It was clarified that scope of services will be same as specified in the RFP Refer point 28 above and TOR of the RFP
36	General	-	At the time of sample collection, who will enroll the patient in Nikshay Portal.	It was clarified that lab site will enroll the patient in Nikshay portal. . Selected agency will do only transportation of samples
37	General	-	Bidders asked that they will track the sample manually.	It was clarified that bidders preferably should have a digital tracking mechanism refer page 8, Essential requirements. Page 9: Preferable requirements. Page 19 evaluation criteria point 3
38	General	-	Bidders asked that they can quote for 6 months or till the March end 2023. whether the criteria of evaluation will be as per QCBS.	It was clarified that the Bid evaluation criteria is as per QCBS method of procurement (70:30 ratio). Bidders are asked to submit the quotation for the whole project i.e. 18 months.
39	General	-	Bidders are requested to extend the date of bid submission for another 10 to 15 days.	<i>The last date for submission of the proposal is hereby extended for 7 days.</i> <i>The amended last date for submission of the proposal is 31st August, 2022 till 3.00 pm</i>

Sl. No.	Clause reference/ Page No.	Content of Para / Clause under Reference as per Bid Document	Query / Suggestions	Response / Amendments (Amendment No. 1) *
				<i>The Technical proposals will be opened on the same day at 3.30 pm</i>
40	General	-	Bidders are requested that the agency is responsible for sample transportation only, it is not mentioned anywhere that we have to submit the test report also. Please clarify.	Scope of project is only sample transportation. Test reports not to be submitted.

**the bold and Italic contents are the amendments (Amendment no. 1) against the respective paras of Bid Document. The referred amendments shall be applicable to all relevant Sections of the Bid.*

Annexure 1

The state-wise total average distance to be covered under the project

States/ schedule-wise										
	Madhya Pradesh	Andhra Pradesh	Karnataka	Maharashtra	Bihar	Chhattisgarh	Odisha	Uttar Pradesh	Uttarakhand	Assam
Total average Distance	619537	2226220	1046699	1154356	420840	399957.12	1044101	733657	658636	549023.04